



Dominica Official Gazette

Published by Authority

VOL. CXLII

ROSEAU, THURSDAY SEPTEMBER 26, 2019

No. 42

Departmental and Other Notices

VACANCY NOTICE

Applications are invited from suitably qualified persons for appointment to the post of REGISTRAR, REGISTRY OF COMPANIES within the Attorney General's Chambers, Saint Lucia.

JOB DESCRIPTION

JOB TITLE : REGISTRAR
REGISTRY OF COMPANIES AND INTELLECTUAL
PROPERTY

REPORTS TO : Attorney General

SUPERVISES : All Staff

CLASSIFICATION : Grade 18

A RELATIONSHIP AND RESPONSIBILITIES

1. Responsible for the regulation of the Companies and Intellectual Property sector, general management and supervision of the Registry of Companies and Intellectual Property.
2. Works under the direction of and reports to the Attorney General and the Permanent Secretary.

B DUTIES AND TASKS

1. Ensure regulation of the Companies and Intellectual Property sector in accordance with legislation.

2. Ensure timely and efficient registration of Companies and Intellectual Property as appropriate.
3. Conduct hearings, as appropriate.
4. Ensure efficient running of the Companies and Intellectual Property Registry.
5. Prepare opinions and provide legal advice to the Government of Saint Lucia, through the Attorney General.
6. Provide general supervision and management of the staff and office.
7. Assist with the preparation of the Attorney General's Chambers contributions to the Estimates of Revenue and Expenditure.
8. Assist in the organizing of meetings, conferences/seminars in relation to the role of the Department and represent the Attorney General as required.
9. Develop and execute a public awareness programme for the Registry.
10. Perform such other duties as may be assigned from time to time by the Attorney General and the Permanent Secretary.

C CONDITIONS

1. Maintain a vehicle for the proper performance of duties.